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ABSTRACT

The Kresge Library of Oakland University, Rochester, Michigan, has prepared a pamphlet listing sources of information about companies. The annotated list includes U.S. industrial directories, large companies listed by business publications, foreign directories, directories for specific industries or trades, business services, journal indexes, government documents, and telephone directories. (LS)

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LIBRARY GUIDE, Number 12

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LOCATING INFORMATION

ABOUT COMPANIES

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1974

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LOCATING INFORMATION ABOUT COMPANIES

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The purpose of this selective list is to serve as a guide to the most useful reference tools for locating information about companies. Most of the material is located in the Reference Department on the first floor of the Library. Each citation on this list includes annotations and call numbers to aid in the selection and location of material.

I. GENERAL INDUSTRIAL DIRECTORIES - U.S.

Many directories of companies are currently in print with coverage ranging from lists of largest corporations to specialized arrangements by location, industry, or trade. The first three directories are useful as brief background sources about companies.

Dun and Bradstreet. Million Dollar Directory.

Ref.
HG
102
.D8

Covers approximately 31,000 companies whose net worth exceeds $1 million. Section I lists corporation name, address, telephone number, offices, principal products or services, standard industrial classification, sales range, and number of employees; Section II lists the companies geographically; Section III is arranged by SIC industries; Section IV is an alphabetical listing of top management.

Dun and Bradstreet. Middle Market Directory.

Ref.
HF
5035
.D8

Similar coverage as Million Dollar Directory but limited to U.S. companies whose net worth is between $500,000 and $999,999. Approximately 33,000 companies are included. List of top management is omitted.

Dun and Bradstreet. Reference Book of Corporate Managers.

Ref.
HD
2745
.D85

An alphabetical listing of 2,400 companies giving brief biographical data on their directors and officers. Yellow section lists principal officers alphabetically and gives their affiliation.

Standard and Poor's Corporation. Standard and Poor's Register of Corporations, Directors and Executives.

Ref.
HG
4057
.A4

Alphabetical listing of 35,000 corporations in the U.S. and Canada giving address, telephone number, officers, products or services, SIC classification, approximate sales, and number of employees. Section at the beginning lists companies by SIC number, a latter section lists about 70,000 executives with some biographical information.

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Ref.
HG
4057
.A41

Its Geographical Index is a supplement to the above, listing companies by state and selected U.S. and Canadian cities.

Thomas Register of American Manufacturers. 11 volumes, annual.

Ref.
T
12
.T63

Designed as a finding list of manufactured products, this directory lists manufacturers under headings of over 70,000 products. Volumes 1 to 6 are arranged by products and services. Volume 7 is an alphabetical list of companies giving address and telephone. Volume 8 is an index in two parts: products and trademarks. Volumes 9 to 11 are manufacturers' catalogs, useful for locating makers of unusual products.

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Michigan Minority Business Directory. 1972.

Ref. HF 5065 .M5 v.1 — Listing of minority businesses in the state prepared by Michigan Bell's Urban Affairs Section. Arranged in a classified as well as an alphabetical index section.

II. LISTS OF LARGEST COMPANIES.

Various business journals publish lists (usually annual) ranking the largest companies by sales or assets. These journals are located in the general Serials collection on the third floor of the Library and are shelved alphabetically according to title.

Black Enterprise. "The Top 100" annually in the June issue. Black-owned or managed businesses and service organizations grossing more than $1 million annually in sales are listed. This special issue also covers top banks, savings and loan associations, life insurance companies, and advertising agencies.

Forbes. "Annual Directory Issue", May 15 each year. Ranks the 500 largest corporations annually according to total reserves; total stock market value; total assets; net profit.

"Annual Report on American Industry", first January issue each year. This listing ranks companies according to profitability, growth, and stock price gain over a five-year period. Includes reports on industry groups.

Fortune. "Directory of Largest Corporations", annual, in four parts. Part I (May) lists the 500 largest U.S. industrial companies by sales. Part II (June) lists the second largest 500. Part III lists the fifty largest companies in banking, life insurance, diversified

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financial services, retailing, transportation, and utilities. Part IV (September) lists the 300 largest banks outside the United States.

III. COMPANIES IN FOREIGN COUNTRIES.

Angel, J.L., ed. Directory of American Firms Operating in Foreign Countries.

Ref.
HG
4538
.A1
D5

Coverage includes only those companies in which American firms or individuals have a substantial capital investment or are sole owners or partners. Section I alphabetically lists 3,200 concerns giving U.S. address, foreign operations executives, principal products or services, and countries of operation. Section II is alphabetical by country. Section III classifies the firms according to their principal product or service.

International Yellow Pages.

Ref.
HE
8721
.I67

Lists business and professional firms and individuals from 150 countries throughout the world under headings which are descriptive of the products and services they have to offer in world-wide trade. The directory is divided into six geographical areas: Africa, Asia, Australia and Oceania, Europe, Latin America and the Caribbean, North America. Chambers of Commerce and Industry, Industrial Development Boards, Consulates, Embassies and Legations, International Organizations, Public Departments and Trade Commissions are listed first under separate country listings.

Jane's Major Companies of Europe.

A classified index of major European com-

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panies arranged by type of business - finance, services, light industry and industrial chemicals, engineering, building, and metals and minerals. There are separate alphabetical and geographical indexes. Entries include location, major officers, subsidiaries, activities, capital, share prices, assets, and financial backing.

Ref.
HG
5421
.J3
1972

Rand McNally International Bankers Directory.

A comprehensive, geographical listing of world banks giving corporate title, address, telephone number, date of establishment, stock par value and last dividend rate, officers, correspondents, and latest financial information. Includes information on national and state banking associations, state bank officials, bank examiners, banking laws and holidays. Useful for checking names of current officers and board of directors.

Ref.
HG
2441
.R3

World Who's Who in Finance and Industry.

A standard Who's Who work. Primary biographical coverage is major executives of the 1000 largest corporations in the world with coverage of smaller but important companies also. A separate section lists 10,000 leading firms and gives their key executives.

Ref.
HF
3023
.A2
W5

IV. DIRECTORIES FOR SPECIFIC INDUSTRIES OR TRADES.

Directories for many specific industries are also kept in the Reference Section. Check the headings in the Subject Catalog under the name of the industry, with the subdivision "Directories," for the call number, e.g. "Advertising - Directories."

Some examples of trade directories are:

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Broadcasting Yearbook. Ref. HF 6146 .R3 B72

Consultants and Consulting Organizations Directory. Ref. HD 69 .C6 W37

Standard Directory of Advertising. Ref. HF 5805 .S7

V. BUSINESS SERVICES.

Moody's Investors Services. Moody's Bank and Finance Manual; Moody's Industrial Manual; Moody's Municipal and Government Manual; Moody's Public Utility Manual; Moody's Transportation Manual.

Annual publications with semi-weekly supplements provide brief histories of a company, its officers and directors, comparative income statements, balance sheets, and outstanding securities. Center blue section gives comparative price ranges of securities.

Moody's Investors Services. Moody's Handbook of Common Stock.

Ref. HG 4905 .M815

A quarterly guide which gives brief information for about 1,000 common stocks from which most American investors select their holdings. Includes price charts and financial statistics covering the past decade.

Standard and Poor's Corporation. Standard Corporation Records. (looseleafed in 6 vols. with bimonthly supplements)

Ref. HG 4501 .S7663

Similar in subject and scope to the Moody's Investors Services. A seventh volume is a well-indexed Daily News Section.

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VI: PERIODICAL ARTICLES ABOUT COMPANIES (INDEXES).

Business Periodica , Index.

Ref.
Z
7164
.C81
B983

Subject index to periodicals in the business fields issued monthly (except July) with bimonthly, semiannual, and annual cumulations. Arranged according to subject or company name, it cites title of article, author, name, and date of publication. (Kept on the 1st floor Index tables.)

Funk and Scott Index of Corporations and Industries.

Ref.
HG
4961
.F8

Issued weekly with monthly, quarterly, and annual cumulations. Indexes over 750 financial publications, business newspapers, trade magazines, and special reports. Section 1 is an index to articles on industries and products, arranged by SIC numbers. Section 2 indexes articles on corporations and is alphabetical by company name. Section 3 is arranged by subject and SIC number. List of sources indexed gives publication address, frequency, and cost. (Kept on the 1st floor Index tables.)

Wall Street Journal Index.

Ref.
HG
1
.W26

Issued monthly with annual cumulations. Indexes the final Eastern Edition. Section 1 is on Corporate news arranged alphabetically by company. Section 2 is general news. Entries are of sufficient length to give brief idea of content of the article. (Kept on the 1st floor Index tables.)

VII. CORPORATION ANNUAL REPORTS.

Annual reports of some 700 corporations are

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collected in the Vertical Files in the Reference Department on the first floor of the Library. These reports are filed alphabetically by the name of the corporation and interspersed with the other subjects in the files.

VIII. GOVERNMENT DOCUMENTS.

Several directories of companies as well as a variety of industry statistics and forecasts are published by the U.S. Government. These publications are not included in the general catalog but are listed in the U.S. Superintendent of Documents Monthly Catalog, United States Government Publications. This is a comprehensive monthly list of publications issued by all branches of the Government and is cumulated annually in the December issue. Government publications along with the indexes are kept in the Documents Department on the Lower Level of the Library. A duplicate set of the Monthly Catalog can also be found on the Index tables on the first floor.

Ref. Z 1223 .A18

Some selected directories published by the U.S. Government are as follows:

U.S. Department of Commerce, Bureau of the Census, Minority-owned Businesses: 1969.

C 3.2: M 66/2/ 969

A comprehensive statistical report focusing on the economic characteristics of principal minority groups, particularly blacks and Spanish-speaking groups. The study covers the industrial activity, geographic location, employment, receipts, and legal form of organization of minority-owned enterprises totally as a group and of each principal minority separately.

U.S. Department of Commerce, Office of Minority Business Enterprise. National Roster of Minority Consulting Professional Firms. February, 1973.

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A list of 310 professional consulting firms owned by members of minority groups.

C 1.57/3 973 Arranged in six sections: alphabetical listing of corporations, company capability statements, regional index, state index, functional subject index, and general index.

Environmental Protection Agency. Nation-wide Roster of Professional Minority Consulting Firms. February, 1974.

EP 1.2: M 66/2 An up-dated version of the above arranging firms according to capabilities as well as alphabetically.

U.S. Securities and Exchange Commission. Directory of Companies Filing Annual Reports with the Securities and Exchange Commission.

Listings of companies required to file annual reports under the Securities Exchange Act of 1934 as of December 31, 1972.

SE 1.27 972 Companies listed on national securities exchanges and companies with securities traded over the counter with at least 500 shareholders and assets of $1 million or more, are included. Companies are listed alphabetically and according to industry groups based on the Enterprise Standard Industrial Classification closely resembling SIC numbers.

IX. INTERLIBRARY LOANS.

Large research libraries collect various documents for all New York and American Stock Exchange companies on LEASCO microfiche, such as annual reports and 10-K Reports to the SEC. Copies of these reports can be obtained through interlibrary loan services. Photoduplication charges are generally made for photo copies with the fees varying with the lending institution. It may take two weeks or longer to obtain material by

mail from other institutions, so sufficient time should be allowed for such requests. For additional information ask at the Interlibrary Loan Office or at the Reference Desk.

X. EXHAUSTED ALL SOURCES?

If a company is small, new, not listed on a Stock Exchange, or is privately held, it may not be listed in any of the usual Reference or Journal sources.

Telephone Directories. A collection of phone directories and Yellow Pages for all Michigan and principal industrial cities of the U.S. can be found on the first floor of the Library. If you know the location of the company you are searching, a directory can be used for addres and industry verification for making direct contacts.

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You are most cordially invited to discuss your projects and problems with a member of the Reference Department. All inquiries are welcome!